**TIPPECANOE COUNTY PUBLIC LIBRARY**
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
**August 6, 2024**

**MINUTES**

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Thursday, August 1, 2024 in conformity with the Indiana Open Meeting Act.

PRESENT:
Grant Fischer, President
Connie Harper, Vice-President
Kay Walton, Treasurer
Terry Ashlock, Secretary
Sallie Fahey, Member
Melissa McCandless, Member
Stephen Bultinck, Member

ABSENT:

GUESTS
Emily Frazier, Friends Vice-President
Kathy Batz and Brantly McCord, staff members
Jensen Sheets, community resident
Jos N. Holman, County Librarian

President Grant Fischer chaired the regular Board meeting and called it to order at 7:04 p.m. A quorum was declared to conduct business for the library.

Vice-President Connie Harper led the Board in reciting the Pledge of Allegiance.

Board member, Sallie Fahey moved the **Board Minutes** of July 9th, 2024 be approved as presented. Board member Melissa McCandless provided a second for the motion. The motion passed. Board member Stephen Bultinck abstained from the motion.

President Fischer provided a brief summary about the Human Resources Report prepared by HR Coordinator, Steve Berman. He mentioned the report was simple enough and showed the status of each position. A couple of questions initiated a brief discussion. It was suggested "the date the position opened" be added to the report. President Fischer stated Mr. Berman did a good job with the report. President Fischer moved on to Board **Personnel Actions**. There were a few observations and questions by Board members. Mr. Holman explained TCPL's longevity program and the difference between the longevity award with a resignation versus the annual December longevity program where staff members are recognized. Board Secretary, Terry Ashlock moved to approve the **Personnel Actions** as presented. Board Treasurer, Kay Walton provided a second to the motion and the motion passed.

Mr. Bultinck gave a report as the **Foundation Liaison**. He mentioned the Foundation recently met, reviewed its assets, and considered when the next large monetary request might come from the library. The Foundation's assets stand at $1.1 million dollars. Mr. Bultinck also reported that he shared with the Foundation the current state of TCPL's operating budget. Mr. Bultinck's report to TCPL Board members initiated a discussion

about the future expansion of the library system in the northern part of the county. Mr. Holman pointed out the Board's Facilities Committee usually took the lead on expansion activities. No action or decisions were taken on Mr. Bultinck's report.

There was one **Committee Report.** Mrs. Harper reported for the Personnel Committee and indicated there were several topics for the Board to consider. She began with the revised Absenteeism/Tardy Policy from TCPL's Personnel Code. Reporting that the policy was a combination of two separate policies, the committee had several concerns with the revised policy. Mrs. Walton shared remarks regarding the specifics of the policy as it relates to the number of days and the percentage references in the policy. Mrs. Walton stated the committee also was concerned about the definitions in the policy. After a discussion on specific aspects of the policy, including various experiences and knowledge from Board member workplaces, it was decided the policy would revert to TCPL's policy revision process being used by TCPL department heads. The Board will review the revised policy once it is resubmitted to the Personnel committee. Mrs. Harper moved to table the Absenteeism and Tardiness policy. Mr. Bultinck seconded the motion. The motion passed. With the discussion ended, the County Librarian asked President Fischer to consider hearing the **Other Reports** before continuing with the other two Personnel Committee topics.

Under the heading of **Other Reports**, Friends Vice-President, Emily Frazier shared that preparations and plans for the Friends upcoming 60th Anniversary celebration are coming along. The event will be held on Friday, September 6th at MatchBOX starting at 5:30 p.m. TCPL Board members indicated they received their invitations and would attend. Mrs. Frazier also reported the Friends will accept book donations on July 27th. Their sorting room is overflowing with donations. The next Friends book sale will be a children's book sale held on August 17 at the Wyandotte Branch. The next general book sale will be held on September 13-15 at the Tippecanoe County Fairgrounds. As with the previous sale at the Fairgrounds, a local youth and educational consignment activity will coincide with the sale.

Also, under the heading of **Other Reports**, the County Librarian provided background information on the Banking Analysis Fee reflected on several bank statements with TCPL's primary checking account. Mr. Holman explained the fee occurred after several new services were implemented in the fall of 2023. During the first few months of the new service, TCPL had enough credits to offset the fee. In early 2024 when the fee was more and TCPL had less credits, the fee was more noticeable and seemed exorbitant. After a discussion with a bank representative, it was clear that the fees were justified. Mr. Holman indicated he will cancel one service that will help decrease the cost, but that the fee will be ongoing each month. The Board was receptive to the information. No action was taken on the topic.

Under the heading of **Old Business,** the County Librarian updated the Board on the circumstances which caused a delay in the approval of the July Claims Listing. During the July meeting, it was decided to table approval of the Claims Listing pending clarification on claim numbers, interfund transfers and the total of the claims. After research and collaboration with AVC staff, the July Claims Listing was revised and reprinted. After explaining the anticipated solutions for non-consecutive claim numbers and capturing transfers between bank accounts, the County Librarian recommended approval of the July Claims Listing. Kay Walton moved to approve the prewritten claims numbered 499-532 totaling $315,968.25 and regular claims numbered 533-590 totaling $731,008.21 for a

grand total of $1,046,976.46. Steve Bultinck provided a second to the motion. The motion passed.

There was no **New Business** to consider.

Under the heading of **Other Business**, Mrs. Walton presented information about the grand total of the claims listing presented by the County Librarian. Mrs. Walton stated the prewritten claims were numbered 592-624 along with 663 and the regular claims numbered 625-667. The prewritten claims totaled $336,246.66 and the regular claims were $404,634.72 for a grand total of $740,881.38. Mrs. Walton moved to approve the claims as presented. Mr. Bultinck seconded the motion and it passed.

With the claims completed, President Fischer went back to the Personnel Committee to continue its report. Mrs. Harper brought the Board's attention to the topic of "succession planning" for the library, specifically the County Librarian position. Mrs. Harper shared the list of important attributes which included input from the Indiana State Library. The Board discussed the document and committed to continue working to develop a succession plan that offered TCPL the best possible scenario. No action was taken on this item. The final topic for the Personnel Committee centered on the creation of an Administrative Assistant (AA) in TCPL's ADMIN department. Discussion ensued regarding the benefits of having an AA and how such a position might interact with the County Librarian. The aspect of considering this position in parallel with developing the 2025 Operating budget was also discussed. The County Librarian explained a part-time AA position would not have any adverse financial impact on next year's budget. It was also noted that getting the County Librarian's input was integral to this topic. No action was taken regarding this matter.

Also, under **Other Business,** and in the interest of time, Mr. Holman shared one item from the **County Librarian's Report**. He mentioned the "water infiltration" issue on the TCPL side of the Stein Family building and the approach TCPL plans to initially address the problem. More information will be forthcoming. Mr. Holman responded to a question about the funding for the recent Staff Social Committee activity. He explained about the Staff Courtesy Fund along with the Friends funding of staff functions. Finally, Mr. Holman updated the Board on the August 22nd ribbon-cutting celebration being planned for the library. He shared the names of the invited speakers and asked for Board input on a couple of logistical items for the event.

There were no **Comments from the Public.**

Under **Board Comments,** Board member Terry Ashlock shared that he appreciated getting the department head reports.

Mrs. Fahey moved to adjourn the regular Board meeting at 8:20 p.m. Mrs. McCandless seconded the motion and it carried

_____

Terry Ashlock, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.